

RI WORK IMMERSION PROGRAM

RI College Graduates and RI Employers

Terms and Conditions

Fiscal Year 2016: August 1, 2015 – June 30, 2016

The RI Work Immersion Program provides 50% wage reimbursements to RI employers that provide internships to college students and recent college graduates in RI.

Who is eligible to participate?

- ❖ Any individual at least 18 years of age who:
 - is currently matriculated in a college or university located in Rhode Island; or
 - graduated from a college or university located in Rhode Island in the last six months
 - has not completed 400 hours in the Work Immersion Program
- ❖ Any employer who
 - is for-profit, not-for-profit or public sector doing business in RI
 - registered with the RI Secretary of State's Office
 - has not have more than 10 work immersion participants (students or unemployed adults) per fiscal year

What activities are eligible for reimbursement?

- ❖ In order for a paid internship to qualify for reimbursement, the activity must:
 - provide the student with a meaningful learning opportunity¹
 - increase the employability of the student
 - offer the student 45-400 hours of paid employment for a period of 20 consecutive weeks or less
 - pay an hourly wage no less than the RI minimum wage and no more than \$20 per hour
 - assist the employer by preparing individuals for potential employment²

How does an employer obtain reimbursement for providing a paid internship to a student?

- ❖ The GWB will reimburse an employer for 50% of wages paid for an eligible internship of 45-400 hours of work
- ❖ In the event that an employer hires and retains the student for 12 weeks beyond the completion of the internship, the GWB will reimburse the wages paid during the internship by an additional 25%
- ❖ To obtain reimbursement, the employer must:
 - *Before the internship:* Obtain pre-approval from the GWB. Pre-approval will ordinarily be granted within two weeks of receipt of the pre-approval form.
 - *After the internship:*
 - submit an evaluation form to the GWB along with relevant wage records for 50% reimbursement
 - if retained, submit a completed retention form with relevant wage records for 25% reimbursement

How can an employer find a student for an internship?

Employers that are interested in providing an internship to a college student or recent college graduate may [contact the career center of any college or university in Rhode Island](#), or to go to: <https://bRIdge.jobs>.

For more information about the RI Work Immersion Program and the pre-approval form, go to www.gwb.ri.gov/internships.htm or contact the Governor's Workforce Board at 401-462-8864.

¹ Internships that have been approved for academic credit by the student or recent graduate's college or university automatically qualify as a "meaningful learning opportunity." Non-credit internships may also qualify as a "meaningful learning opportunity."

² Employers are not obligated to hire students upon completion of the internship